Support work efficiencies

R.J. Reynolds
Tobacco Company

S.R. MacLeod
Region Operations Manager
Buffalo #1600

*Sent via e-mail
January 27, 1997

TO: **N.E.S.A. ROU's - Please distribute to all Managers**
J.M. Piscitelli

RE: **JIFFY LUBE 300**
LOUDON, NEW HAMPSHIRE

Ladies & Gentlemen:

The Jiffy Lube 300, in Loudon, NH, will be held on July 13, 1997. At this point in time, the Buffalo ROU is requesting that you submit your grandstand ticket requests. Requests will be honored on a 1st come 1st served basis. Ticket prices are in the following denominations: $50, $60, $70, $80, & $90.

Utilize the attached spreadsheet for your ticket requests. The Buffalo ROU will confirm your requests within 30 days. ***Please wait for the confirmation before contacting your customers.***

Please note payment procedures. Once all requests have been received and confirmations sent, the attached spreadsheet (listing all requests) will be forwarded to Winston-Salem. W-S will then debit each individual department for the total cost of tickets. Payments should not be sent to the Buffalo ROU.

Attention Boston ROU: DM, S. Callaghan has already requested a total of 26 tickets. However, please complete the attached spreadsheet for payment and shipping purposes.

If you have any questions, please advise.

Sincerely,

Stephen MacLeod

S.R. MacLeod
ROM/#1610
:etb

51845 7273

Source: https://www.industrydocuments.ucsf.edu/docs/mfny0000

JIFFY LUBE 300 (Loudon, NH) 7/13/97

Dept. #	*Manager Name*	*Ship-To Address*	*No. of Tickets*	*Price Range*	*Total Cost*

Return the above to the Buffalo ROU (1610).

51845 7274

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